ST/IC/2000/2

UNITED NATIONS

INDEX

TO

INFORMATION CIRCULARS

JANUARY 2000

ST/IC/2000/2

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INFORMATION CIRCULARS

JANUARY 2000

INTRODUCTION

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 1999. The index is issued annually.

2. The index comprises the following sections:

(a) Information circulars, by alphanumeric symbol, issued in 1999;

(b) Information circulars listed according to subject matter.

3. The index should be read in conjunction with the index to administrative issuances (ST/IC/2000/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the optical disk system.

5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Rules and Regulations Unit, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to (212) 963-1068.

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INDEX TO INFORMATION CIRCULARS

A. INFORMATION CIRCULARS, BY ALPHANUMERIC SYMBOL, ISSUED IN 1999

Symbol	Date issued	Subject	Remarks
ST/IC/1996/46/ Add.6	7/4/99	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	Superseded by ST/IC/1999/40
ST/IC/1996/51/ Add.7	7/4/99	Membership of the Appointment and Promotion Panel	Superseded by ST/IC/1999/35
ST/IC/1998/77/ Add.1	29/12/99	Group life insurance - Automatic increase and waiver	Expiration date: in effect until further notice. See also ST/AI/1998/10
ST/IC/1999/1	1/99	Index to administrative issuances	Expiration date: 31/12/1999
ST/IC/1999/2	1/99	Index to information circulars	Expiration date: 31/12/1999
ST/IC/1999/3	7/1/99	Health insurance satisfaction survey	Expiration date: 28/2/1999
ST/IC/1999/4	11/1/99	Payment of 1998 income taxes	Expiration date: 31/12/1999. See also ST/AI/1998/1
ST/IC/1999/5	12/1/99	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice. See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1
ST/IC/1999/6	19/1/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/7	19/1/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/8	21/1/99	First day of issue: "1999 flag series" stamps, definitive stamps and stationery	Expiration date: 26/2/1999

Symbol	Date issued	Subject	Remarks
ST/IC/1999/9 ST/IC/1999/9/Corr.1	27/1/99 6/5/99	Education grant and special education grant for disabled children	Expiration dates: in effect until further notice. See also ST/AI/1999/4
ST/IC/1999/10	28/1/99	1999 competitive examination for Spanish editors, translators and verbatim reporters	Expiration date: 30/6/2000. See also ST/AI/1998/7
ST/IC/1999/11 ST/IC/1999/11/Corr.1 (English only)	28/1/99 15/4/99	Revised salary scales for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters	Expiration dates: in effect until further notice
ST/IC/1999/12 ST/IC/1999/12/Add.1	2/2/99 24/8/99	Special entitlements for staff members serving at designated duty stations	Expiration dates: in effect until further notice. See also ST/AI/280/Rev.6
ST/IC/1999/13 ST/IC/1999/13/Corr.1 (English only)	9/2/99 20/4/99	Review of claims for dependency benefits for 1998	Expiration dates: 31/1/2000. See also ST/AI/278/Rev.1
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/1999/15	9/2/99	United Nations Staff Relief Committee for Victims of the Earthquake in Colombia	Expiration date: 26/2/1999. See also ST/AI/104
ST/IC/1999/16	22/2/99	Membership of the Field Service Promotion Review Panel for the 1998 review	Expiration date: 29/2/2000
ST/IC/1999/17 ST/IC/1999/17/Corr.1	22/2/99 18/3/99	Placement and promotion list for staff in the Professional category and above	Expiration dates: 31/12/1999
ST/IC/1999/18	22/2/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999

Symbol	Date issued	Subject	Remarks
ST/IC/1999/19	22/2/99	Revised base salary scales for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1999/91 in section B.XI.13
ST/IC/1999/20	24/2/99	International Women's Day, 1999	Expiration date: 31/3/1999
ST/IC/1999/21	5/3/99	First day of issue: "World Heritage - Australia" stamps and prestige booklets	Expiration date: 31/3/1999
ST/IC/1999/22	9/3/99	Post adjustment multiplier for New York	Superseded by ST/IC/1999/90
ST/IC/1999/23	18/3/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/24	18/3/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/25	26/3/99	1999 competitive examination for English Language Coordinator	Expiration date: 31/7/2000. See also ST/AI/1998/7
ST/IC/1999/26	26/3/99	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Superseded by ST/IC/1999/31
ST/IC/1999/27	6/4/99	Rates of reimbursement for travel by private motor vehicle	Superseded by ST/IC/1999/59
ST/IC/1999/28	14/4/99	First day of issue: "1999 Endangered Species" series	Expiration date: 30/4/1999
ST/IC/1999/29 ST/IC/1999/29/Add.1	16/4/99 1/11/99	1998 Field Service promotions	Expiration dates: 31/12/1999
ST/IC/1999/30	22/4/99	Indoor air quality inspection of the Headquarters buildings	Expiration date: 4/6/1999
ST/IC/1999/31	28/4/99	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3

Symbol	Date issued	Subject	Remarks
ST/IC/1999/32	28/4/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/33	28/4/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/34	29/4/99	Potential problems associated with the transition to the year 2000	Expiration date: 31/3/2000. See also ST/IC/1999/80 and ST/IC/1999/104
ST/IC/1999/35	10/5/99	Membership of the Headquarters Appointment and Promotion Panel	Expiration date: 31/10/2000
ST/IC/1999/36	19/5/99	Post-exposure therapy against human immunodeficiency virus and sexually transmitted diseases	Expiration date: 31/12/2000. See also ST/SGB/1999/17
ST/IC/1999/37	19/5/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/38	19/5/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/39	19/5/99	Relocation of the facilities of the North Delegates' Lounge	Expiration date: 31/8/1999
ST/IC/1999/40	26/5/99	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	Expiration date: 31/10/2000
ST/IC/1999/41	28/5/99	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1999, and annual enrolment campaign, 7-11 June 1999	Expiration date: 30/6/2000
ST/IC/1999/42	17/6/99	First day of issue: "UNISPACE III" stamps and souvenir sheets	Expiration date: 31/7/1999
ST/IC/1999/43	18/6/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999

Symbol	Date issued	Subject	Remarks
ST/IC/1999/44	18/6/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/45	23/6/99	Fireworks display on Sunday, 4 July 1999	Expiration date: 5/7/1999
ST/IC/1999/46	25/6/99	Membership of the Steering Committee for the Improvement of the Status of Women in the Secretariat	Expiration date: 30/6/2001. See also ST/SGB/1999/9
ST/IC/1999/47	25/6/99	After-school recreation and study programme for United Nations children	Expiration date: 31/1/2000
ST/IC/1999/48	6/7/99	Missions roster	Expiration date: 31/12/2000. See also ST/SGB/277 and ST/AI/404
ST/IC/1999/49	6/7/99	Implementation of a new desktop operating system on personal computers at Headquarters	Expiration date: 31/12/2000
ST/IC/1999/50	6/7/99	Migration to Microsoft Office 97 Professional Suite	Expiration date: 31/12/2000
ST/IC/1999/51 ST/IC/1999/51/Corr.1 (English only)	13/7/99 28/7/99	Education grant and special education grant for disabled children	Expiration dates: in effect until further notice. See also ST/AI/1999/4
ST/IC/1999/52	16/7/99	Renovation of main cafeteria	Expiration date: 31/8/1999
ST/IC/1999/53 ST/IC/1999/53/Corr.1	26/7/99 18/8/99	Placement and promotion list for staff in the Professional category and above	Expiration dates: 31/12/1999
ST/IC/1999/54	26/7/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/55 ST/IC/1999/55/Add.1	27/7/99 30/9/99	2000 competitive examination for promotion to the Professional category of staff members from other categories	Expiration dates: 31/12/2000. See also ST/AI/1999/8

Symbol	Date issued	Subject	Remarks
ST/IC/1999/56	29/7/99	Recycling programme at Headquarters	Expiration date: 31/12/2001. See also ST/IC/1994/13 in section B.V.1
ST/IC/1999/57	3/8/99	First day of issue: "Universal Postal Union - 1874-1999" stamps and souvenir card	Expiration date: 31/8/1999
ST/IC/1999/58	3/8/99	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 31/12/2000. See also ST/AI/1999/8
ST/IC/1999/59	4/8/99	Rates of reimbursement for travel by private motor vehicle	Superseded by ST/IC/1999/101
ST/IC/1999/60	6/8/99	Language proficiency examinations, January and May 2000	Expiration date: 31/12/2000. See also ST/AI/1999/2
ST/IC/1999/61	9/8/99	Migration to Lotus Domino/Notes Mail	Expiration date: 31/12/2000
ST/IC/1999/62	9/8/99	Language and Communications Programme at Headquarters - year 2000 programme	Expiration date: 31/12/2000. See also ST/AI/1999/2
ST/IC/1999/63	16/8/99	Catering services	Expiration date: 31/8/2002
ST/IC/1999/64	18/8/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/65 ST/IC/1999/65/Corr.1	18/8/99 14/9/99	Placement and promotion list for staff in the General Service and related categories	Expiration dates: 31/12/1999
ST/IC/1999/66	20/8/99	Working hours during the fifty-fourth session of the General Assembly	Expiration date: 31/12/1999
ST/IC/1999/67	27/8/99	Arrangements for admission to the premises at United Nations Headquarters during the fifty-fourth session of the General Assembly	Expiration date: 31/12/1999

Symbol	Date issued	Subject	Remarks
ST/IC/1999/68	27/8/99	United Nations Garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/1999/69	30/8/99	United Nations Staff Relief Committee for Turkey	Expiration date: 30/9/1999
ST/IC/1999/70 ST/IC/1999/70/Add.1	1/9/99 14/12/99	2000 competitive examination for Arabic Interpreters	Expiration dates: 31/12/2000 and 31/12/1999. See also ST/AI/1998/7
ST/IC/1999/71	1/9/99	2000 competitive examination for English Interpreters	Expiration date: 31/12/2000. See also ST/AI/1998/7
ST/IC/1999/72	1/9/99	2000 competitive examination for French Interpreters	Expiration date: 31/12/2000. See also ST/AI/1998/7
ST/IC/1999/73	1/9/99	2000 competitive examination for Spanish Interpreters	Expiration date: 31/12/2000. See also ST/AI/1998/7
ST/IC/1999/74	7/9/99	First day of issue: "In Memoriam" stamps and souvenir sheets	Expiration date: 30/9/1999
ST/IC/1999/75	10/9/99	Additional arrangements for admission to the premises at United Nations Headquarters during the fifty-fourth session of the General Assembly	Expiration date: 31/12/1999
ST/IC/1999/76	14/9/99	Staff Day 1999	Expiration date: 30/9/1999
ST/IC/1999/77	14/9/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/78	14/9/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/79	22/9/99	Report on the work of the panels on discrimination and other grievances	Expiration date: 31/1/2000. See also ST/AI/308/Rev.1 and ST/IC/88/10

Symbol	Date issued	Subject	Remarks
ST/IC/1999/80	27/9/99	Timing of the payment of the December 1999 and January 2000 salaries	Expiration date: 31/1/2000. See also ST/IC/1999/34 and ST/IC/1999/104
ST/IC/1999/81	30/9/99	2000 national competitive recruitment examinations	Expiration date: 31/12/2000. See also ST/SGB/210 and ST/AI/1997/1
ST/IC/1999/82	1/10/99	United Nations Staff Relief Committee for Earthquake Victims in Taiwan Province of China	Expiration date: 31/10/1999
ST/IC/1999/83	5/10/99	United Nations sabbatical leave programme for the year 2000	Expiration date: 31/12/2000
ST/IC/1999/84	12/10/99	Indoor air quality and drinking water quality tests of the Headquarters buildings	Expiration date: 30/11/99
ST/IC/1999/85	14/10/99	Termination of support for obsolete computing equipment	Expiration date: 31/12/2000
ST/IC/1999/86	19/10/99	Rental subsidy scheme for staff at duty stations in Europe and North America: reasonable maximum rent levels for New York	Expiration date: in effect until further notice. See also ST/AI/350 and Amend.2 and 3
ST/IC/1999/87	20/10/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/88	20/10/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/89	26/10/99	Time off for voting on United States election day	Expiration date: 3/11/1999
ST/IC/1999/90	29/10/99	Post adjustment classification for New York	Expiration date: in effect until further notice
ST/IC/1999/91	17/11/99	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1999/19 in section B.XI.13

Symbol	Date issued	Subject	Remarks
ST/IC/1999/92	1/11/99	Membership of the Field Service Promotion Review Panel for the 1999 review	Expiration date: 31/10/2000
ST/IC/1999/93	2/11/99	First day of issue: "Education - Keystone to the 21st Century" stamps and annual collections	Expiration date: 30/11/1999
ST/IC/1999/94	8/11/99	Official holidays for 2000 at United Nations Headquarters in New York	Expiration date: 31/12/2000
ST/IC/1999/95	11/11/99	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1999/96	11/11/99	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1999/97	24/11/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/12/1999
ST/IC/1999/98	24/11/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/12/1999
ST/IC/1999/99	29/11/99	Excess baggage, shipments and insurance	Expiration date: in effect until further notice. See also ST/AI/1999/15
ST/IC/1999/100	29/11/99	Transportation of privately owned vehicles: list of countries and territories to which such transportation may be partially reimbursed	Expiration date: in effect until further notice. See also ST/AI/1999/15
ST/IC/1999/101	29/11/99	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
ST/IC/1999/102	30/11/99	Christmas and holiday parties	Expiration date: 31/12/1999

Symbol	Date issued	Subject	Remarks
ST/IC/1999/103	30/11/99	2000 competitive examination for statistical clerks	Expiration date: 31/12/2000. See also ST/AI/1998/4
ST/IC/1999/104	8/12/99	Special arrangements at Headquarters in view of potential year 2000 (Y2K)-induced computer date conversion failures during the century roll-over period	Expiration date: 4/1/2000. See ST/IC/1999/80 in section B.VI.2
ST/IC/1999/105	13/12/99	Temporary closures due to construction	Expiration date: 15/1/2000
ST/IC/1999/106	14/12/99	After-school recreation and study programme for United Nations children	Expiration date: 30/6/2000. See also ST/IC/86/21 in section B.XI.9
ST/IC/1999/107	14/12/99	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 31/12/2000. See also ST/AI/1999/8
ST/IC/1999/108	15/12/99	First day of issue: "International Year of Thanksgiving - 2000" stamps	Expiration date: 15/1/2000
ST/IC/1999/109	16/12/99	Membership of the panels of counsel	Expiration date: 31/12/2001. See also ST/AI/351 and Amend.1
ST/IC/1999/110	16/12/99	Van Breda medical, hospital and dental insurance	Expiration date: 31/12/2000
ST/IC/1999/111	29/12/99	Mental health - Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372
ST/IC/1999/112	29/12/99	Payment of 1999 income taxes	Expiration date: 31/12/2000. See also ST/AI/1998/1
ST/IC/1999/113	23/12/99	Placement and promotion list for staff in the Professional category and above	Expiration date: 31/1/2000
ST/IC/1999/114	29/12/99	Placement and promotion list for staff in the General Service and related categories	Expiration date: 31/1/2000

Symbol	Date issued	Subject	Remarks
ST/IC/1999/115	23/12/99	1999 Field Service promotions	Expiration date: 31/12/2000

B. INFORMATION CIRCULARS LISTED ACCORDING TO SUBJECT MATTER (ST/AFS/SER.A/--, ST/ADM/SER.A/-- and ST/IC/--)

Symbol	Date issued	Subject	Remarks
		I. BUILDINGS, PREMISES AND SECURITY*	
		1. Buildings and premises	
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/59	27/8/84	Use of automated elevators	
ST/IC/86/16	13/3/86	New catering arrangements	See also ST/IC/84/86 in section B.VI.4
ST/IC/88/2	4/1/88	Access to the Secretariat building and the United Nations garage	See also section B.I.2
ST/IC/89/23/Rev.1	1/6/93	Second floor of General Assembly and Conference buildings as a restricted area	
ST/IC/1990/79	29/11/90	Meditation Room located in the visitors' lobby of the General Assembly building	
ST/IC/1996/9	1/2/96	Conservation of electric power and steam at Headquarters	See also ST/AI/323
ST/IC/1999/63	16/8/99	Catering services	Expiration date: 31/8/2002. See also ST/IC/84/86 in section B.VI.4
ST/IC/1999/105	13/12/99	Temporary closures due to construction	Expiration date: 15/1/2000

* For information circulars on subjects such as arrangements for admission to the premises during sessions of the General Assembly, and the fireworks display on 4 July, see section A above.

Symbol	Date issued	Subject	Remarks
		2. Garage	
ST/IC/80/55	4/8/80	Vehicle service station	
ST/IC/83/61/Rev.1	27/9/83	Garage access	
ST/IC/84/12	1/2/84	United Nations garage: increased parking rates	Delegations only
ST/IC/86/7	24/1/86	Closure of the United Nations service drive	
ST/IC/86/33	23/5/86	Parking of motorcycles and bicycles	See also ST/AI/349
ST/IC/86/49	18/9/86	United Nations garage: increased parking rates	Paragraph 2
ST/IC/88/2	4/1/88	Access to the Secretariat building and the United Nations garage	
ST/IC/1994/4	27/1/94	United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits	See also ST/AI/349
ST/IC/1996/11	7/2/96	Service drive entrance at 48th Street	
ST/IC/1997/44	23/7/97	United Nations garage	Expiration date: 31/8/2000. See also ST/AI/349
ST/IC/1997/54	8/9/97	United Nations garage	Expiration date: 31/8/2000
ST/IC/1999/68	27/8/99	United Nations Garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
		3. Passes	
ST/IC/86/28	6/5/86	Relocation of the Pass and Identification Unit Office	

Symbol	Date issued	Subject	Remarks
		4. Safety	
No information circulars apply at present.			
		5. Security	
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/AI/341
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/85	11/12/84	Delivery and picking up of packages	See also ST/AI/387
ST/IC/84/91	28/12/84	Security arrangements	See also ST/AI/387
ST/IC/89/50	2/8/89	Delivery of personal packages, mail and periodicals to United Nations premises	See also ST/AI/387
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	
ST/IC/1992/14	28/2/92	Computer virus alert	
ST/IC/1997/8	14/1/97	Security advisory relating to letter and package bombs	
		II. CLAIMS	
ST/ADM/SER.A/1312	7/3/69	Observance of time limits under the Staff Rules	
ST/ADM/SER.A/1315	14/3/69	Designation, change or revocation of beneficiary	
ST/IC/1991/71 ST/IC/1991/71/Add.1	13/12/91 21/1/92	Claims Board	See also ST/AI/149/Rev.4
		III. COMMUNICATIONS, ARCHIVES AND RECORDS	
		1. Archives and records	
No information circulars apply at present.			

Symbol	Date issued	Subject	Remarks
	2. Communications, correspondence and mailing		
ST/ADM/SER.A/1636	12/9/72	Use of cable communications	
ST/IC/77/30	22/6/77	Special envelopes for delivery of cables	
ST/IC/78/22	4/4/78	Increased cost of telephone services	
ST/IC/80/75	13/10/80	New York Telephone Company: change in procedure for dialling telephone calls	
ST/IC/81/64	10/9/81	Change of zip code for Post Office Box 20 address	
ST/IC/84/85	11/12/84	Delivery and picking up of packages	See also ST/AI/387
ST/IC/84/90	21/12/84	Change in telephone dialling procedures: New York City area codes	
ST/IC/86/61	18/11/86	Transmission of official United Nations cables	
ST/IC/87/29	26/5/87	New telephone system	
ST/IC/89/21	27/3/89	Measures taken to improve messenger services: institution of messenger unit zoning system	
ST/IC/89/50	2/8/89	Delivery of personal packages, mail and periodicals to United Nations premises	See also ST/AI/387
ST/IC/1992/66 ST/IC/1992/66/Amend.1	30/10/92 14/12/92	Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions	See also ST/SGB/269
ST/IC/1994/1	13/1/94	Telephone voice mail - installation of a new system	
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section B.XI.4

Symbol	Date issued	Subject	Remarks
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	
ST/IC/1996/24	10/4/96	Inter-office mail deliveries and use of special messengers	
ST/IC/1996/60	11/10/96	Communications and contacts with host country authorities	
ST/IC/1997/8	14/1/97	Security advisory relating to letter and package bombs	
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386
ST/IC/1997/22	22/4/97	Revised rates for telephone and facsimile service using the United Nations global network	See also ST/SGB/269
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386
ST/IC/1999/61	9/8/99	Migration to Lotus Domino/Notes Mail	Expiration date: 31/12/2000
		3. Pouch	
ST/IC/1993/36	6/7/93	Diplomatic pouch automated voice information system	See also ST/AI/368
ST/IC/1996/20	11/3/96	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	See also ST/AI/368

IV. CONFERENCES

No information circulars apply at present.

Symbol	Date issued	Subject	Remarks

V. DOCUMENTS AND PUBLICATIONS

1. General

ST/IC/1994/13	14/3/94	Return of United Nations documents and publications	See also ST/IC/1999/56 in section B.VII

2. Regulations for the control and limitation of documentation

No information circulars apply at present.

VI. FINANCE

1. Financial arrangements

No information circulars apply at present.

2. General

ST/ADM/SER.A/1938	5/2/76	Adjustment of mid-month salary advances	
ST/IC/84/46	21/6/84	Payroll deduction for personal cheques returned by banks	
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	
ST/IC/1995/74	13/11/95	Suspension of the granting of permanent and probationary appointments	See also ST/SGB/278 and ST/SGB/280 and Amend.1
ST/IC/1999/80	27/9/99	Timing of the payment of the December 1999 and January 2000 salaries	Expiration date: 31/1/2000. See also ST/IC/1999/34 and ST/IC/1999/104 in section B.VII

Symbol	Date issued	Subject	Remarks
		3. Financial regulations and rules	
No information circulars apply at present.			
		4. Revenue-producing activities*	
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/84/86
ST/IC/84/12	1/2/84	United Nations garage: increased parking rates	Delegations only
ST/IC/84/86	11/12/84	Credit policy for use of the Delegates Dining Room and related catering services	
ST/IC/86/16	13/3/86	New catering arrangements	
ST/IC/86/49	18/9/86	United Nations garage: increased parking rates	Paragraph 2
ST/IC/1994/4	27/1/94	United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits	See also ST/AI/349, and ST/IC/1997/44 and ST/IC/1997/54 in section B.I.2
ST/IC/1999/63	16/8/99	Catering services	Expiration date: 31/8/2002
		5. Trust funds and special accounts	
No information circulars apply at present.			
		VII. GENERAL OFFICE PROCEDURES	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/ADM/SER.A/1214	19/12/67	Document copying and duplicating facilities: need for economy in expenditure	
ST/IC/78/22	4/4/78	Increased cost of telephone services	

* For United Nations stamps, see information circulars listed in section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/80/75	13/10/80	New York Telephone Company: change in procedure for dialling telephone calls	
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/AI/341
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/84/90	21/12/84	Change in telephone dialling procedures: New York City area codes	
ST/IC/87/29	26/5/87	New telephone system	
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	
ST/IC/1991/18	12/3/91	Operating system software to be used on personal computer local area networks	See also ST/AI/386
ST/IC/1991/57	14/10/91	Service calls for office equipment	
ST/IC/1992/14	28/2/92	Computer virus alert	
ST/IC/1992/66 ST/IC/1992/66/Amend.1	30/10/92 14/12/92	Telephone and facsimile communications services to United Nations offices, specialized agencies and peacekeeping missions	See also ST/SGB/269 and ST/IC/1997/22
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276
ST/IC/1994/1	13/1/94	Telephone voice mail - installation of a new system	
ST/IC/1994/13	14/3/94	Return of United Nations documents and publications	See also ST/IC/1999/56
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	See also ST/SGB/276

Symbol	Date issued	Subject	Remarks
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section B.XI.4
ST/IC/1995/27	12/5/95	Internet project	
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	See also ST/SGB/267 and ST/AI/413, and ST/IC/1993/66 and Corr.2 and Add.1 in section B.XI.4
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386
ST/IC/1997/22	22/4/97	Revised rates for telephone and facsimile service using the United Nations global network	See also ST/SGB/269 and ST/IC/1992/66 and Amend.1
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/1999/49	6/7/99	Implementation of a new desktop operating system on personal computers at Headquarters	Expiration date: 31/12/2000
ST/IC/1999/50	6/7/99	Migration to Microsoft Office 97 Professional Suite	Expiration date: 31/12/2000

Symbol	Date issued	Subject	Remarks
ST/IC/1999/56	29/7/99	Recycling programme at Headquarters	Expiration date: 31/12/2001. See also ST/IC/1994/13 in section B.V.1
ST/IC/1999/61	9/8/99	Migration to Lotus Domino/Notes Mail	Expiration date: 31/12/2000
ST/IC/1999/85	14/10/99	Termination of support for obsolete computing equipment	Expiration date: 31/12/2000
ST/IC/1999/34	29/4/99	Potential problems associated with the transition to the year 2000	Expiration date: 31/3/2000
ST/IC/1999/104	8/12/99	Special arrangements at Headquarters in view of potential year 2000 (Y2K)-induced computer date conversion failures during the century roll-over period	Expiration date: 4/1/2000. See also ST/IC/1999/80 in section B.VI.2

VIII. LIBRARY

ST/ADM/SER.A/1872	13/6/75	Library services: The New York Times Information Bank	
ST/ADM/SER.A/1932	3/2/76	Circulation of newspapers	
ST/IC/78/43	30/6/78	United Nations Bibliographical Information System (UNBIS)	

IX. MISSIONS

ST/IC/1999/48	6/7/99	Missions roster	Expiration date: 31/12/2000. See also ST/SGB/277 and ST/AI/404

X. ORGANIZATIONAL STRUCTURE

1. General

No information circulars apply at present.

2. Institutes

ST/IC/83/9	25/2/83	New status of the United Nations Institute for Disarmament Research	

Symbol	Date issued	Subject	Remarks
		3. Secretariat departments and units	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
		4. Secretariat boards and committees	
ST/AFS/SER.A/179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376 and ST/AI/416
ST/IC/83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/84/86 in section B.VI.4 and ST/IC/86/16 and ST/IC/1999/63 in section B.I.1
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC/1991/71 ST/IC/1991/71/Add.1	13/12/91 21/1/92	Claims Board	See also ST/AI/149/Rev.4
ST/IC/1993/18	25/3/93	Membership of the Health and Life Insurance Committee	
ST/IC/1994/23	4/5/94	Membership of the Working Group of the Technological Innovations Board	See also ST/SGB/245
ST/IC/1994/37	17/8/94	Membership of the Joint Advisory Committee at Headquarters	See also ST/SGB/200/Rev.1
ST/IC/1995/78 ST/IC/1995/78/Add.1	15/11/95 26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1, and ST/IC/88/10 in section B.XI.3

Symbol	Date issued	Subject	Remarks
ST/IC/1995/79	15/11/95	Joint Disciplinary Committee	See also ST/AI/351 and Amend.1 and ST/AI/371, and ST/IC/88/10 in section B.XI.3
ST/IC/1999/35	10/5/99	Membership of the Headquarters Appointment and Promotion Panel	Expiration date: 31/10/2000
ST/IC/1999/40	26/5/99	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	Expiration date: 31/10/2000
ST/IC/1999/46	25/6/99	Membership of the Steering Committee for the Improvement of the Status of Women in the Secretariat	Expiration date: 30/6/2001. See also ST/SGB/1999/9
ST/IC/1999/68	27/8/99	United Nations Garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/1999/92	1/11/99	Membership of the Field Service Promotion Review Panel for the 1999 review	Expiration date: 31/10/2000
ST/IC/1999/95	11/11/99	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1999/96	11/11/99	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1999/109	16/12/99	Membership of the panels of counsel	Expiration date: 31/12/2001. See also ST/AI/351 and Amend.1

5. Units servicing voluntary programmes

No information circulars apply at present.

Symbol	Date issued	Subject	Remarks
		XI. PERSONNEL	
		1. Administration-staff relations	
		No information circulars apply at present.	
		2. Allowances, entitlements and grants	
ST/IC/82/48	1/7/82	Dependency allowances	See also ST/AI/278/Rev.1, ST/AI/366 and Amend.1
ST/IC/89/22	28/3/89	Reimbursement for work permit fees levied by the Egyptian authorities on United Nations employees of Egyptian nationality	
ST/IC/1995/51	16/8/95	(a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters	Paragraph 6
ST/IC/1996/43	19/7/96	Threshold percentage for the purpose of calculating rental subsidies	See also ST/AI/350 and Amend.2 and 3
ST/IC/1999/5	12/1/99	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice. See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1
ST/IC/1999/9 ST/IC/1999/9/Corr.1	27/1/99 6/5/99	Education grant and special education grant for disabled children	Expiration dates: in effect until further notice. See also ST/AI/1999/4

Symbol	Date issued	Subject	Remarks
ST/IC/1999/12 ST/IC/1999/12/Add.1	2/2/99 28/8/99	Special entitlements for staff members serving at designated duty stations	Expiration dates: in effect until further notice. See also ST/AI/280/Rev.6
ST/IC/1999/13 ST/IC/1999/13/Corr.1 (English only)	9/2/99 20/4/99	Review of claims for dependency benefits for 1998	Expiration dates: 31/1/2000. See also ST/AI/278/Rev.1
ST/IC/1999/31	28/4/99	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3
ST/IC/1999/51 ST/IC/1999/51/Corr.1 (English only)	13/7/99 28/7/99	Education grant and special education grant for disabled children	Expiration dates: in effect until further notice. See also ST/AI/1999/4
ST/IC/1999/86	19/10/99	Rental subsidy scheme for staff at duty stations in Europe and North America: reasonable maximum rent levels for New York	Expiration date: in effect until further notice. See also ST/AI/350 and Amend.2 and 3
ST/IC/1999/101	30/11/99	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2

3. Appeals

ST/ADM/SER.A/1312	7/3/69	Observance of time limits under the Staff Rules	
ST/IC/82/7	3/2/82	Internal recourse procedures in the United Nations Secretariat	See also ST/AI/371
ST/IC/88/10	1/3/88	Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme	See also ST/AI/371
ST/IC/1995/78 ST/IC/1995/78/Add.1	15/11/95 26/11/96	Joint Appeals Board	See also ST/AI/351 and Amend.1 and ST/IC/88/10

Symbol	Date issued	Subject	Remarks
ST/IC/1995/79	15/11/95	Joint Disciplinary Committee	See also ST/AI/351 and Amend.1, ST/AI/371 and ST/IC/88/10
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1999/79	22/9/99	Report on the work of the panels on discrimination and other grievances	Expiration date: 31/1/2000. See also ST/AI/308/Rev.1 and ST/IC/88/10
ST/IC/1999/95	11/11/99	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1999/96	11/11/99	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1999/109	16/12/99	Membership of the panels of counsel	Expiration date: 31/12/2001. See also ST/AI/351 and Amend.1
	4. Appointments, placement and promotion*		
ST/IC/89/25	11/4/89	Consideration of family members for employment in the General Service category in New York	
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253 and ST/AI/379
ST/IC/1993/66 ST/IC/1993/66/Corr.2 ST/IC/1993/66/Add.1	2/12/93 8/8/94 2/12/93	Placement and promotion	See also ST/SGB/267, ST/AI/413, ST/IC/1994/49 and ST/IC/1995/70

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* For placement and promotion lists issued during the period from 1 January to 31 December 1999, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/1994/49	11/11/94	Access to vacancy announcements through the Secretariat electronic mail (cc:Mail)	See also ST/SGB/267, ST/AI/413, ST/IC/1993/66 and Corr.2 and Add.1
ST/IC/1995/70	19/10/95	Viewing of vacancy announcements at Headquarters, offices away from Headquarters and field missions	
ST/IC/1995/74	13/11/95	Suspension of the granting of permanent and probationary appointments	See also ST/SGB/278 and ST/SGB/280 and Amend.1
ST/IC/1995/73	8/11/95	Multilingualism	See also ST/AI/1999/2
ST/IC/1999/16	22/2/99	Membership of the Field Service Promotion Review Panel for the 1998 review	Expiration date: 29/2/2000
ST/IC/1999/35	10/5/99	Membership of the Headquarters Appointment and Promotion Panel	Expiration date: 31/10/2000
ST/IC/1999/40	26/5/99	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	Expiration date: 31/10/2000
ST/IC/1999/92	1/11/99	Membership of the Field Service Promotion Review Panel for the 1999 review	Expiration date: 31/10/2000
ST/IC/1999/115	23/12/99	1999 Field Service promotions	Expiration date: 31/12/2000

5. Attendance, leave and working hours*

ST/IC/1999/83	5/10/99	United Nations sabbatical leave programme for the year 2000	Expiration date: 31/12/2000

6. Delegation of authority

No information circulars apply at present.

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* For information circulars on subjects such as working hours during sessions of the General Assembly, and time off for voting on United States election day, see section A above.

Symbol	Date issued	Subject	Remarks
		7. Duties and obligations	
ST/ADM/SER.A/1303	24/1/69	Staff conduct at meetings	
ST/IC/82/77/Rev.1	11/1/83	Abolition of confidential files	See also ST/AI/108, ST/AI/292 and ST/IC/88/19
ST/IC/83/83	20/12/83	Unauthorized use of diplomatic plates by Secretariat officials	
ST/IC/88/19	4/4/88	Consolidation of personnel records into the official status files	See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253 and ST/AI/379
ST/IC/1995/16	31/3/95	Home addresses and telephone numbers	
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1996/60	11/10/96	Communications and contacts with host country authorities	
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
		8. Job classification system	
ST/IC/1999/95	11/11/99	Membership of the Classification Appeals and Review Committee for posts in the Professional category	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/1999/96	11/11/99	Membership of the New York General Service Classification Appeals and Review Committee	Expiration date: 6/4/2000. See also ST/AI/1998/9 and Corr.1 (English only)

Symbol	Date issued	Subject	Remarks
		9. General*	
ST/ADM/SER.A/1315	14/3/69	Designation, change or revocation of beneficiary	
ST/IC/82/77/Rev.1	11/1/83	Abolition of confidential files	See also ST/AI/108, ST/AI/292 and ST/IC/88/19
ST/IC/83/83	20/12/83	Unauthorized use of diplomatic plates by Secretariat officials	
ST/IC/84/46	21/6/84	Payroll deduction for personal cheques returned by banks	
ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 and 2
ST/IC/86/21	2/4/86	After-school recreation and study programme for United Nations children	Paragraphs 3 and 7
ST/IC/88/19	4/4/88	Consolidation of personnel records into the official status files	See also ST/AI/108, ST/AI/292 and ST/IC/82/77/Rev.1
ST/IC/1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154, ST/SGB/253 and ST/AI/379
ST/IC/1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/SGB/276
ST/IC/1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	
ST/IC/1995/16	31/3/95	Home addresses and telephone numbers	

* For information circulars on subjects such as Staff Day, United Nations Day and United Nations Staff Relief Committees, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/1995/86	8/12/95	Booklet entitled AIDS and HIV Infection: Information for United Nations Employees and Their Families	See also ST/IC/1999/36
ST/IC/1996/29	25/4/96	Terms of reference for investigations by the Office of Internal Oversight Services: "Mismanagement, misconduct, waste of resources and abuse of authority"	See also ST/SGB/273 and ST/AI/397
ST/IC/1997/33	29/5/97	Cessation of tobacco smoking at United Nations Headquarters, New York	See also ST/AI/407
ST/IC/1999/36	19/5/99	Post-exposure therapy against human immunodeficiency virus and sexually transmitted diseases	Expiration date: 31/12/2000. See also ST/SGB/1999/17
ST/IC/1999/47	25/6/99	After-school recreation and study programme for United Nations children	Expiration date: 31/1/2000
ST/IC/1999/106	14/12/99	After-school recreation and study programme for United Nations children	Expiration date: 30/6/2000. See also ST/IC/86/21 (paras. 3 and 7 above)
ST/IC/1999/111	29/12/99	Mental health - Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372

10. Medical and other insurance

ST/ADM/SER.A/1459	1/10/70	Personal insurance assistance progamme	
ST/ADM/SER.A/1867	29/5/75	Changes in health insurance arrangements	Paragraphs 1 and 4
ST/IC/86/20	26/3/86	Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme	

Symbol	Date issued	Subject	Remarks
ST/IC/84/4	19/1/84	Changes in the Headquarters medical and dental insurance plans	
ST/IC/86/44	15/9/86	Medical scheme for staff appointed under the 300 series of the Staff Rules	
ST/IC/86/72	29/12/86	Age limitation on the participation of dependent children in United Nations health insurance schemes	
ST/IC/87/33	19/6/87	Health insurance coverage for locally recruited staff at designated duty stations away from Headquarters	See also ST/AI/343
ST/IC/1993/18	25/3/93	Membership of the Health and Life Insurance Committee	
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice
ST/IC/1998/77 ST/IC/1998/77/Add.1	12/11/98 29/12/99	United Nations group life insurance plan	Expiration dates: in effect until further notice. See also ST/AI/1998/10
ST/IC/1999/41	28/5/99	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1999, and annual enrolment campaign, 7-11 June 1999	Expiration date: 30/6/2000. See annex IX of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries.
ST/IC/1999/110	16/12/99	Van Breda medical, hospital and dental insurance	Expiration date: 31/12/2000
ST/IC/1999/111	29/12/99	Mental health - Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372

Symbol	Date issued	Subject	Remarks
		11. Pensions, post-retirement services and employment beyond retirement	
ST/IC/1994/15	19/4/94	Pensionable remuneration of staff in the General Service and related categories	See also ST/IC/1994/17
ST/IC/1994/17	25/4/94	Revised format of salary scales of locally recruited staff	See also ST/IC/1994/15
ST/IC/1999/91	17/11/99	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1999/19 in section B.XI.13
		12. Post adjustment	
ST/IC/88/55	22/9/88	Application of the remuneration correction factor to post adjustment at Geneva and Vienna: implementation of Administrative Tribunal Judgement No. 421	
ST/IC/1994/7	17/2/94	Survey of out-of-area expenditures for post adjustment calculation	
ST/IC/1995/48	9/8/95	Survey of housing and domestic service costs in New York for calculation of post adjustment	
ST/IC/1999/90	29/10/99	Post adjustment multiplier for New York	Expiration date: in effect until further notice
		13. Salary scales and payments	
ST/IC/1994/15	19/4/94	Pensionable remuneration of staff in the General Service and related categories	See also ST/IC/1994/17
ST/IC/1994/17	25/4/94	Revised format of salary scales of locally recruited staff	See also ST/IC/1994/15

Symbol	Date issued	Subject	Remarks
ST/IC/1995/51	16/8/95	(a) Revised salary scale for staff in the Trades and Crafts category at Headquarters, and results of the salary survey conducted for the Security Service category; (b) Revised dependency allowances for staff in the General Service, Language Teacher, Public Information Assistant, Trades and Crafts, and Security Service categories at Headquarters	Paragraph 6
ST/IC/1999/11 ST/IC/1999/11/ Corr.1 (English only)	28/1/99 15/4/99	Revised salary scales for staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories at Headquarters	Expiration dates: in effect until further notice
ST/IC/1999/19	22/2/99	Revised base salary scales for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1999/91
ST/IC/1999/80	27/9/99	Timing of the payment of the December 1999 and January 2000 salaries	Expiration date: 31/1/2000. See also ST/IC/1999/34
ST/IC/1999/91	17/11/99	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/1999/19

14. Staff regulations and rules

No information circulars apply at present.

15. Training, career development and examinations

ST/IC/85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Corr.2

Symbol	Date issued	Subject	Remarks
ST/IC/1993/66 ST/IC/1993/66/Corr.2 ST/IC/1993/66/Add.1	2/12/93 8/8/94 2/12/93	Placement and promotion	See also ST/SGB/267 and ST/AI/413, and ST/IC/1994/49 and ST/IC/1995/70 in section B.XI.4.
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1995/73	8/11/95	Multilingualism	See also ST/AI/1999/2
ST/IC/1999/10	28/1/99	1999 competitive examination for Spanish editors, translators and verbatim reporters	Expiration date: 30/6/2000. See also ST/AI/1998/7
ST/IC/1999/25	26/3/99	1999 competitive examination for English Language Coordinator	Expiration date: 31/7/2000. See also ST/AI/1998/7
ST/IC/1999/55 ST/IC/1999/55/Add.1	27/7/99 30/9/99	2000 competitive examination for promotion to the Professional category of staff members from other categories	Expiration dates: 31/12/2000. See also ST/AI/1999/8
ST/IC/1999/58	3/8/99	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration date: 31/12/2000. See also ST/AI/1999/8
ST/IC/1999/60	6/8/99	Language proficiency examinations, January and May 2000	Expiration date: 31/12/2000. See also ST/AI/1999/2
ST/IC/1999/62	9/8/99	Language and Communications Programme at Headquarters - year 2000 programme	Expiration date: 31/12/2000. See also ST/AI/1999/2
ST/IC/1999/70 ST/IC/1999/70/Add.1	1/9/99 14/12/99	2000 competitive examination for Arabic Interpreters	Expiration dates: 31/12/2000 and 31/12/1999. See also ST/AI/1998/7
ST/IC/1999/71	1/9/99	2000 competitive examination for English Interpreters	Expiration date: 31/12/2000. See also ST/AI/1998/7
ST/IC/1999/72	1/9/99	2000 competitive examination for French Interpreters	Expiration date: 31/12/2000. See also ST/AI/1998/7

Symbol	Date issued	Subject	Remarks
ST/IC/1999/73	1/9/99	2000 competitive examination for Spanish Interpreters	Expiration date: 31/12/2000. See also ST/AI/1998/7
ST/IC/1999/81	30/9/99	2000 national competitive recruitment examinations	Expiration date: 31/12/2000. See also ST/SGB/210 and ST/AI/1997/1
ST/IC/1999/83	5/10/99	United Nations sabbatical leave programme for the year 2000	Expiration date: 31/12/2000
ST/IC/1999/103	30/11/99	2000 competitive examination for statistical clerks	Expiration date: 31/12/2000. See also ST/AI/1998/4
ST/IC/1999/107	14/12/99	Competitive examination for promotion to the Professional category of staff members from other categories	Expiration dates: 31/12/2000. See also ST/AI/1999/8

16. United States taxes*

ST/IC/84/10	26/1/84	Staff members who are not United States nationals but receive investment income from United States sources
ST/IC/84/74	24/10/84	Changes in United States tax legislation concerning individuals in the United States who are not United States nationals
ST/IC/84/80	3/12/84	Payment of income taxes
ST/IC/87/64	23/12/87	Confirmation of tax return information
ST/IC/1991/39	3/6/91	Significant changes in United States estate tax and their possible effect on non-United States citizen staff members

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* For the 1999 information circular on payment of 1998 income taxes, see section A above.

Symbol	Date issued	Subject	Remarks
ST/IC/1999/112	29/12/99	Payment of 1999 income taxes	Expiration date: 31/12/2000. See also ST/AI/1998/1

17. Visas

ST/IC/78/53	24/8/78	Employment of family members on G-4 visas	See also ST/AI/294
ST/IC/87/16 ST/IC/87/16/Corr.1	30/3/87 3/4/87	United States Immigration Reform and Control Act of 1986	
ST/IC/87/27 (English only) ST/IC/87/27/Add.1 (English only)	27/5/87 30/7/87	Information on United Nations staff members and members of their household requested by the United States Mission	
ST/IC/89/7	17/1/89	United States Immigration Technical Corrections Act of 1988	
ST/IC/89/13	14/2/89	Employment of persons on G-4 visas	See also ST/AI/294
ST/IC/89/25	11/4/89	Consideration of family members for employment in the General Service category in New York	
ST/IC/1995/42	5/7/95	United States Immigration and Nationality Technical Corrections Act of 1994	
ST/IC/1996/49	5/8/96	Cancellation of G-4 and G-5 visas on separation or transfer of staff members	See also ST/AI/294
ST/IC/1997/13	18/2/97	New requirements by the host country for personal employees on a G-5 visa	
ST/IC/1997/18	6/3/97	Household employees of United Nations staff members: participation in the United States social security programme	

Symbol	Date issued	Subject	Remarks
		XII. PROPERTY AND SUPPLIES	
		1. Property control	
ST/ADM/SER.A/1214	19/12/67	Document copying and duplicating facilities: need for economy in expenditure	
ST/ADM/SER.A/1814	28/10/74	Economy in the use of stationery and office supplies	
ST/IC/81/38	29/4/81	Care of valuables and confidential material	See also ST/AI/341
ST/IC/84/33	5/6/84	Safeguarding of United Nations keys	
ST/IC/1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	
ST/IC/1991/18	12/3/91	Operating system software to be used on personal computer local area networks	See also ST/AI/386
ST/IC/1991/57	14/10/91	Service calls for office equipment	
ST/IC/1992/14	28/2/92	Computer virus alert	
ST/IC/1993/21	31/3/93	Property management	See also ST/AI/97/Rev.2 and ST/AI/374
ST/IC/1994/23	4/5/94	Membership of the Working Group of the Technological Innovations Board	See also ST/SGB/245
ST/IC/1995/27	12/5/95	Internet project	
ST/IC/1995/72	3/11/95	Information technology training	See also ST/AI/355
ST/IC/1997/11	4/2/97	Electronic mail - directory maintenance and automatic message deletion	See also ST/AI/386
ST/IC/1997/70	27/10/97	Electronic mail	Expiration date: 31/12/2000. See also ST/AI/386

Symbol	Date issued	Subject	Remarks
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/1999/49	6/7/99	Implementation of a new desktop operating system on personal computers at Headquarters	Expiration date: 31/12/2000
ST/IC/1999/50	6/7/99	Migration to Microsoft Office 97 Professional Suite	Expiration date: 31/12/2000
ST/IC/1999/56	29/7/99	Recycling programme at Headquarters	Expiration date: 31/12/2001. See also ST/IC/1994/13 in section B.V.1
ST/IC/1999/61	9/8/99	Migration to Lotus Domino/Notes Mail	Expiration date: 31/12/2000
ST/IC/1999/85	14/10/99	Termination of support for obsolete computing equipment	Expiration date: 31/12/2000

2. General

ST/IC/1996/9	1/2/96	Conservation of electric power and steam at Headquarters	See also ST/AI/323

XIII. PROTOCOL

No information circulars apply at present.

XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

ST/IC/1991/12	15/2/91	Travel and shipping restrictions	
ST/IC/1995/1	16/1/95	Procedures for obtaining the release of diplomatic vehicles	
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities (motor vehicles)	Expiration date: in effect until further notice

Symbol	Date issued	Subject	Remarks
ST/IC/1999/99	29/11/99	Excess baggage, shipments and insurance	Expiration date: in effect until further notice. See also ST/AI/1999/15
ST/IC/1999/100	29/11/99	Transportation of privately owned vehicles: list of countries and territories to which such transportation may be partially reimbursed	Expiration date: in effect until further notice. See also ST/AI/1999/15
ST/IC/1999/101	29/11/99	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
		2. Expenses	
ST/IC/84/65	18/9/84	Travel advance payments	See also ST/AI/381
ST/IC/1999/12 ST/IC/1999/12/Add.1	2/2/99 28/8/99	Special entitlements for staff members serving at designated duty stations	Expiration dates: in effect until further notice. See also ST/AI/280/Rev.6
ST/IC/1999/31	28/4/99	Rates of daily subsistence allowance at Headquarters, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3
ST/IC/1999/99	29/11/99	Excess baggage, shipments and insurance	Expiration date: in effect until further notice. See also ST/AI/1999/15
		3. General	
ST/IC/84/65	18/9/84	Travel advance payments	See also ST/AI/381
ST/IC/85/18	4/4/85	Standard of accommodation	
ST/IC/85/48	12/9/85	Host country travel regulations	
ST/IC/85/76	20/12/85	Host country travel regulations: private travel by staff members in the United States	

Symbol	Date issued	Subject	Remarks
ST/IC/86/4	14/1/86	Official travel of United Nations staff members in the United States	
ST/IC/88/6	3/2/88	Standard of accommodation	
ST/IC/89/10	1/2/89	Host country travel regulations	
ST/IC/1990/13 ST/IC/1990/13/Amend.5	19/3/90 28/12/95	Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel	See also ST/AI/249/Rev.3, ST/AI/257 and ST/AI/1999/10
ST/IC/1990/14	14/2/90	Host country travel regulations	
ST/IC/1993/45	31/8/93	Official travel agency at Headquarters	

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